

# How to get certified as an ACDBE

Craig Ruiz

Maria A. Quiroz

Christine Pham



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# Airport Concession Disadvantaged Business Enterprise (ACDBE) Program

- Federal Program - Title 49 CFR Part 23 - Participation of Disadvantaged Business Enterprises in Airport Concessions
- Airport Improvement Program funding from FAA and car rental/non-car rental concession revenues \$200k+



# Airport Concession Disadvantaged Business Enterprise (ACDBE) Program

- Race Neutral ACDBE Program
- Race neutral measure examples:
  - Locate and identify ACDBEs
  - Notify about opportunities and encourage ACDBEs to compete, when appropriate
  - Technical assistance and methods to foster ACDBE participation in concessions
  - Educate on ACDBE participation availability
- Historic ACDBE participation levels 20%+



# Airport Concession Definition

- For-profit business:

1) Located at an airport (or for which the business activity takes place at an airport) engaged in the sale of goods and/or services to the public under an agreement with airport/concessionaire/owner or lessee of terminal or a business; provides goods and services to those businesses.

2) Conducting one or more of following covered activities, even if it doesn't maintain office, store, or business location on airport; as long as activities take place on airport.

Examples: Management contracts/subcontracts, web-based electronic business in terminal in which passenger can access at terminal



- Concession Examples:

- Food & Beverage
- Retail
- Passenger Services
- Suppliers

- Car Rental Companies
- Vendors to Car Rental Companies  
(Suppliers, Body Shops, Janitorial, Landscaping, etc.)

# Car Rental Concessions Goods & Services

Type of Service	NAICS Code	ACDBE Firms	All Firms	% ACDBE Availability
Commercial and institutional building construction	236220	2	4,378	0.0%
Highway, street, and bridge construction	237310	1	778	0.1%
Poured concrete foundation and structure contractors	238110	0	1,840	0.0%
Siding contractors	238170	0	226	0.0%
Electrical contractors and other wiring installation contractors	238210	2	8,824	0.0%
Plumbing, heating, and air-conditioning contractors	238220	0	10,492	0.0%
Other building equipment contractors	238290	2	703	0.3%
Drywall and insulation contractors	238310	0	2,213	0.0%
Painting and wall covering contractors	238320	1	4,632	0.0%
Flooring contractors	238330	0	1,986	0.0%
Commercial printing (except screen and books)	323111	1	2,159	0.0%
Pump and pumping equipment manufacturing	333911	0	0	0.0%
Radio and television broadcasting and wireless communications equipment manufacturing	334220	0	167	0.0%
Sign manufacturing	339950	0	607	0.0%
Motor vehicle supplies and new parts merchant wholesalers	423120	2	1,992	0.1%
Tire and tube merchant wholesalers	423130	1	273	0.4%
Computer and computer peripheral equipment and software merchant wholesalers	423430	0	1,533	0.0%
Plumbing and heating equipment and supplies (hydronics) merchant wholesalers	423720	1	659	0.2%
Warm air heating and air-conditioning equipment and supplies merchant wholesalers	423730	1	445	0.2%
Service establishment equipment and supplies merchant wholesalers	423850	2	538	0.4%

Type of Service	NAICS Code	ACDBE Firms	All Firms	% ACDBE Availability
Stationery and office supplies merchant wholesalers	424120	2	533	0.4%
Petroleum and petroleum products merchant wholesalers (except bulk stations and terminals)	424720	5	212	2.4%
New car dealers	441110	0	1,918	0.0%
Used car dealers	441120	0	1,520	0.0%
Automotive parts and accessories stores	441310	0	3,370	0.0%
Office supplies and stationery stores	453210	4	662	0.6%
Specialized freight (except used goods) trucking, long-distance	484230	0	805	0.0%
Motor vehicle towing	488410	0	1,158	0.0%
Couriers and express delivery services	492110	1	1,092	0.1%
Insurance agencies and brokerages	524210	2	14,584	0.0%
Passenger car rental	532111	3	1,312	0.2%
Consumer electronics and appliances rental	532210	0	359	0.0%
Offices of certified public accountants	541211	0	7,343	0.0%
Administrative management and general management consulting services	541611	63	11,430	0.6%
Human resources consulting services	541612	9	1,300	0.7%
Marketing consulting services	541613	28	6,688	0.4%
Advertising agencies	541810	11	2,186	0.5%
Repossession services	561491	0	95	0.0%
Security systems services (except locksmiths)	561621	1	778	0.1%
Locksmiths	561622	0	479	0.0%
Exterminating and pest control services	561710	0	1,798	0.0%
Janitorial services	561720	10	5,730	0.2%
Landscaping services	561730	1	8,620	0.0%
Carpet and upholstery cleaning services	561740	1	792	0.1%
Hazardous waste treatment and disposal	562211	1	100	1.0%
All other miscellaneous ambulatory health care services	621999	0	488	0.0%
General automotive repair	811111	3	9,549	0.0%
Automotive exhaust system repair	811112	0	201	0.0%
Automotive body, paint, and interior repair and maintenance	811121	1	4,246	0.0%
Automotive glass replacement shops	811122	0	629	0.0%
Automotive oil change and lubrication shops	811191	1	695	0.1%
Car washes	811192	4	1,984	0.2%
All other automotive repair and maintenance	811198	1	1,006	0.1%
Consumer electronics repair and maintenance	811211	0	224	0.0%
Linen supply	812331	1	114	0.9%

Find tables and details in ACDBE Goal Methodology at [www.san.org/smallbusiness](http://www.san.org/smallbusiness) > DBE/ACDBE

# Disadvantaged Business Enterprise (DBE) Program



- Federal Program
- Title 49 Part 26
- Participation of Disadvantaged Business Enterprises
- Applies to recipients of Federal Aviation Administration (FAA), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funds of \$250K+ awarded prime contracts
- Federally funded opportunities for construction and professional services
- Overall DBE goal for participation established by recipients/San Diego International Airport



# California Unified Certification Program (CUCP)

- Participate in statewide Unified Certification Program that provides:
  - “One-Stop-Shop” certification services seeking to participate in U.S. Dept. of Transportation funded contracts
  - Eliminates need for firms to obtain certifications from multiple agencies within the state
- 10 certifying agencies participate in CUCP and follow same certification procedures
- Statewide CUCP ACDBE/DBE Directory: <https://californiaucp.dbesystem.com/>



# California Unified Certification Program (CUCP) Roster of Certifying Agencies

## San Diego International Airport

(619) 400-2568

Email: [sbd@san.org](mailto:sbd@san.org)

## CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

Office of Business Economic Opportunity

(916) 324-1700

Email: [DBE.Certification@dot.ca.gov](mailto:DBE.Certification@dot.ca.gov)

## City of Los Angeles

(213) 847-2684

Email: [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org)

## Los Angeles County Metropolitan Transportation Authority (METRO)

(213) 922-2600

Email: [certificationunit@metro.net](mailto:certificationunit@metro.net)



## S.F. BAY AREA RAPID TRANSIT DISTRICT (BART)

(510) 464-6100

## San Francisco Municipal Transportation Agency (SFMTA)

(415) 701-4436

## San Francisco International Airport (SFO)

(650) 821-5021 (SFO Concessions Only)

## City of Fresno

(559) 621-1163

## Santa Clara Valley Transportation Authority (VTA)

(408) 321-5962

Email: [Osdb.osdb@vta.org](mailto:Osdb.osdb@vta.org)

## San Mateo County Transmit District (SAMTRANS)

(650) 508-7939



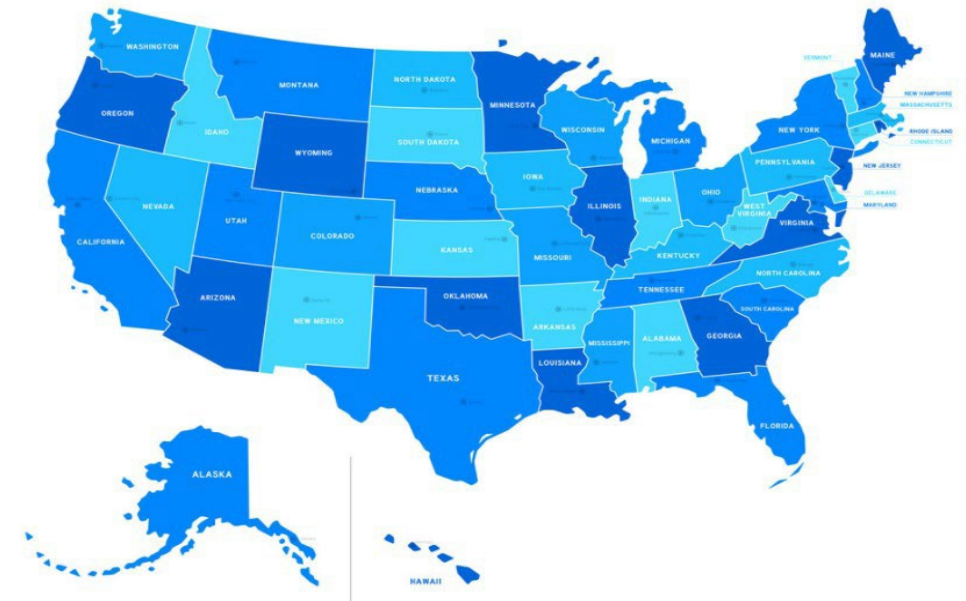
# ACDBE & DBE Certification Criteria

ROADMAP FOR APPLICANTS	DBE	ACDBE
For-Profit Business that performs or seeks to perform transportation related work or a concession activity for recipient of Fed. Aviation Administration, Federal Highway Administration, or Federal Transit Administration funds.	X	X
51% + Owned by Socially & Economically Disadvantaged Individual(s) who controls business	X	X
Personal Net Worth is no more than \$1.32 million	X	X
Disadvantaged Owner(s) U.S. Citizens or Lawfully Admitted Permanent U.S. Residents	X	X
Meet's Small Business Administration's (SBA) size standards  <i>(*DBEs working on FAA contracts are only subject to SBA size standards. DBE working on FHWA and FTA contracts are subject to BOTH SBA size and DBE statutory gross receipts standards)</i>	X	X
Meets DBE size standard: firm's 5 years gross annual receipts does not exceed \$28.48 million <i>(*DBEs working on FTA and FHWA assisted projects are subject to both SBA size and DBE statutory gross receipt standards)</i>	X	
Meets ACDBE size standard: firm's 3 years gross annual receipts does not exceed SBA's size standard of \$56.42 million <i>(Other size standards apply for ACDBEs that are banks/ financial institutions, car rental companies, pay telephone firms, automobile dealers)</i>		X



# Interstate ACDBE Certification

- Must be certified in your home state first
- Participation in other state's ACDBE Programs to compete for U.S. Dept. of Transportation assisted contracts
- Out of State recipient interstate processing response (1 of 2) on case by case basis:
  1. Accept home state certification after confirming firm's certification valid (State A written confirmation/ State A's electronic ACDBE/DBE directory verified); OR
  2. ACDBE/DBE asked to provide home state application form, supporting documentation, notices/correspondences/no change affidavit/notices of changes/appeal documents. State A must submit onsite report to State B upon request.





# Certification Process and Timeline

# Studying The Documents

- To understand the application and Personal Net Worth documents access these documents at:

- [www.san.org/smallbusiness](http://www.san.org/smallbusiness)
- Click “DBE/ACDBE”
- Click “DBE and ACDBE sample application” AND “Personal Net Worth Statement” (Important: Both must be filled out, printed, signed, dated and notarized)

## Small Business Development

OVERVIEW	EDUCATION, TRAINING & EVENTS	SMALL BUSINESS SPOTLIGHT	SMALL BUSINESS RELIEF LOANS
DBE/ACDBE	LBE	MEET THE PRIMES	RESOURCES

### DBE/ACDBE Program

#### Disadvantaged Business Enterprise (DBE) Program Information and Goals

- [DBE Program Plan](#)
- [FFY 2020-2022 DBE Goal Methodology](#)
- [Vendor Information Form](#) (Only for bidders and all tiered subs of on-call federally funded projects)
- [DBE Bidders List Form](#)

#### Airport Concession Disadvantaged Business Enterprise (ACDBE) Program Information and Goals

- [ACDBE Program Plan](#)
- [FFY 2021-2023 ACDBE Goal Methodology](#)
- Dining & Retail Concession Opportunities Information Events for New Terminal 1 2022:
  - [Presentation \(English\)](#)
  - [Presentation \(Español\)](#)
  - [Dining & Retail Schedule & Packages](#)
  - [Recording](#)
  - [Inside look video from concessionaires to learn about the experience of being a concessionaire at SAN](#)

#### DBE and ACDBE Certification

You may be eligible as an DBE and or ACDBE if:

- Your firm is a for-profit business that performs or seeks to perform transportation related work (or a concession activity) for a recipient of Federal Transit Administration, Federal Highway Administration, or Federal Aviation Administration funds.
- Your firm is at least 51% owned by a socially and economically disadvantaged individual(s) who also controls it.
- Your firm's disadvantaged owners are U.S. citizens or lawfully admitted permanent residents of the U.S.
- Your firm meets the [Small Business Administration's size standard](#) and [DBE/ACDBE size standards](#).

Obtain DBE and or ACDBE certification:

- The Authority processes interstate applications (for certified ACDBEs out of California) and certifies firms as DBEs and ACDBEs located in San Diego County that are interested in pursuing contracting opportunities at San Diego International Airport – [apply online here](#).
- Firms outside of San Diego County: [apply online here for DBE and or ACDBE certification\(s\) through the California Unified Certification Program \(CUCP\) through a certifying agency in their respective areas and counties](#).
- [DBE and ACDBE sample application and Personal Net Worth Statement](#)

# Collect Documents

- Supporting Documents Checklist
  - Lists all required documents
  - Found on last page of application p.15

Gather Documents



## UNIFORM CERTIFICATION APPLICATION SUPPORTING DOCUMENTS CHECKLIST



In order to complete your application for DBE or ACDBE certification, you must attach copies of all of the following **REQUIRED** documents. A failure to supply any information requested by the UCP may result in your firm denied DBE/ACDBE certification.

### Required Documents for All Applicants

- Résumés (that include places of employment with corresponding dates), for all owners, officers, and key personnel of the applicant firm
- Personal Net Worth Statement for each socially and economically disadvantaged owners who the applicant firm relies upon to satisfy the Regulation's 51% ownership requirement.
- Personal Federal tax returns for the past 3 years, if applicable, for each disadvantaged owner
- Federal tax returns (and requests for extensions) filed by the firm and its affiliates with related schedules, for the past 3 years.
- Documented proof of contributions used to acquire ownership for each owner (e.g., both sides of cancelled checks)
- Signed loan and security agreements, and bonding forms
- List of equipment and/or vehicles owned and leased including VIN numbers, copy of titles, proof of ownership, insurance cards for each vehicle.
- Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm
- Licenses, license renewal forms, permits, and haul authority forms
- Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases
- Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years
- DBE/ACDBE and SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertification's, if applicable; and any U.S. DOT appeal decisions on these actions.
- Bank authorization and signatory cards
- Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm
- List of all employees, job titles, and dates of employment
- Proof of warehouse/storage facility ownership or lease arrangements

### Partnership or Joint Venture

- Original and any amended Partnership or Joint Venture Agreements

### Corporation or LLC

- Official Articles of Incorporation (signed by the state official)
- Both sides of all corporate stock certificates and your firm's stock transfer ledger
- Shareholders' Agreement(s)
- Minutes of all stockholders and board of director's meetings

- Corporate by-laws and any amendments
- Corporate bank resolution and bank signature cards
- Official Certificate of Formation and Operating Agreement with any amendments (for LLCs)

### Optional Documents to Be Provided on Request

The certifying agency to which you are applying may require the submission of the following documents. If requested to provide these documents, you must supply them with your application or at the on-site visit.

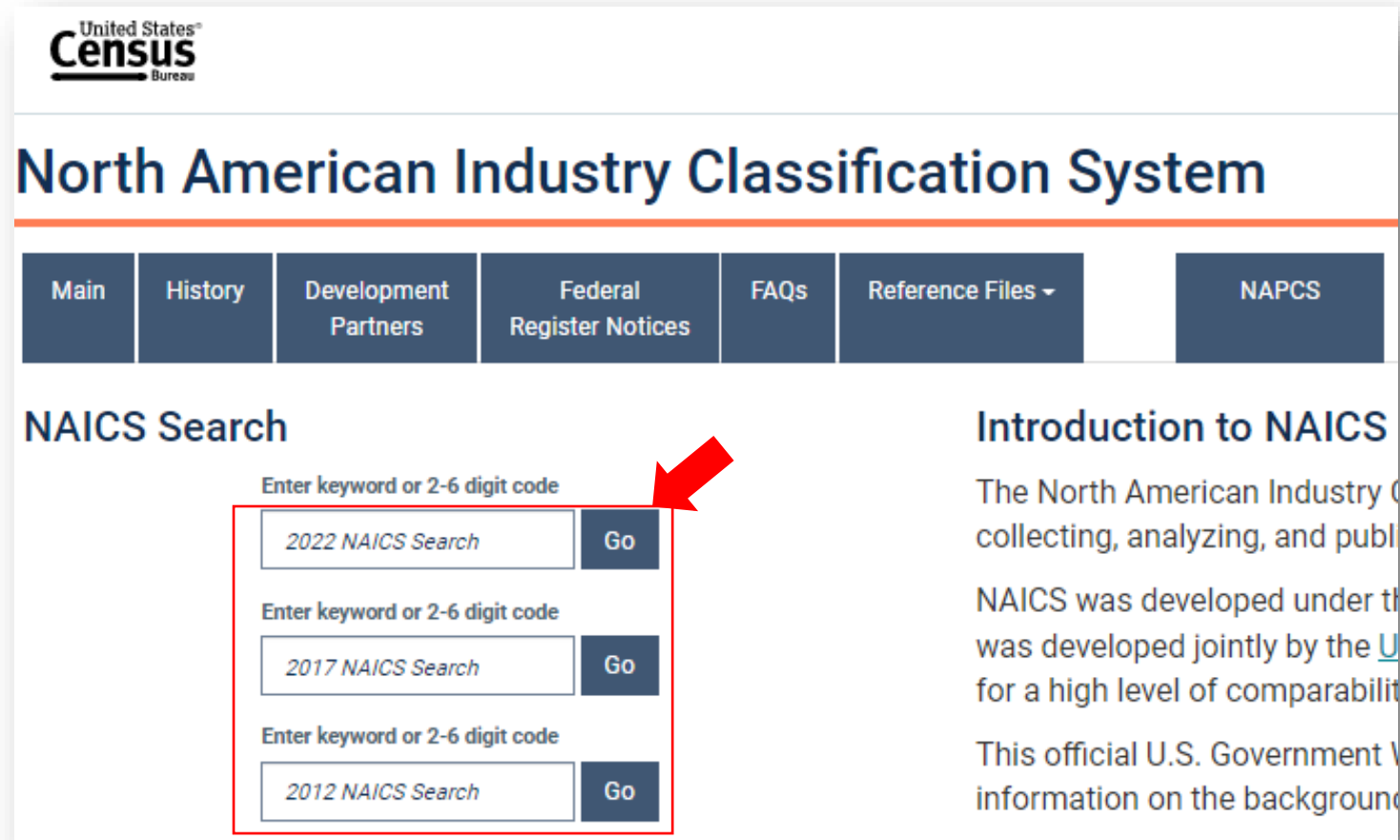
- Proof of citizenship
- Insurance agreements for each truck owned or operated by your firm
- Audited financial statements (if available)
- Trust agreements held by any owner claiming disadvantaged status
- Year-end balance sheets and income statements for the past 3 years (or life of firm, if less than three years)

### Suppliers

- List of product lines carried and list of distribution equipment owned and/or leased

# Prep & Collect

- To search for your NAICS codes go to: U.S. Census Bureau's North American Industry Classification System (NAICS) <https://www.census.gov/naics/>



United States<sup>™</sup>  
**Census**  
Bureau

## North American Industry Classification System

Main History Development Partners Federal Register Notices FAQs Reference Files - NAPCS

### NAICS Search

Enter keyword or 2-6 digit code

2022 NAICS Search Go

Enter keyword or 2-6 digit code

2017 NAICS Search Go

Enter keyword or 2-6 digit code

2012 NAICS Search Go

### Introduction to NAICS

The North American Industry Classification System (NAICS) is a system of economic activity codes used for collecting, analyzing, and publishing statistical data related to the U.S. economy. NAICS was developed under the authority of the U.S. Department of Commerce and was developed jointly by the U.S. and other countries for a high level of comparability with the international standard classification of economic activities. This official U.S. Government website provides information on the background and history of NAICS.

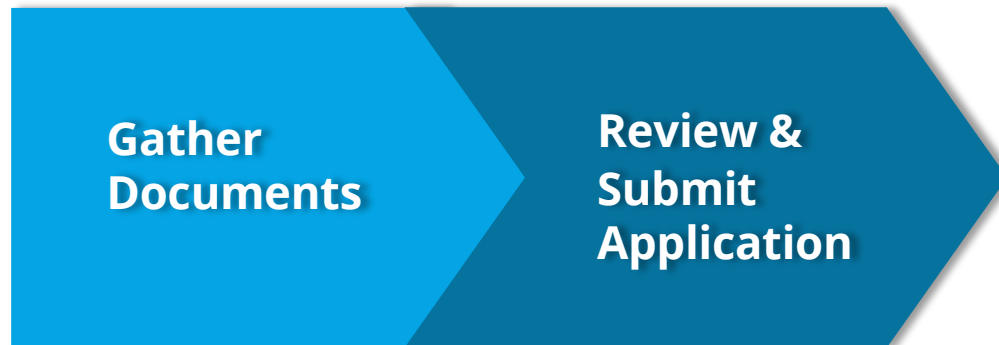
# Prep & Collect (cont.)

- **TRIPWIRES FOR APPLICANT - REVIEW APPLICATIONS THOROUGHLY BEFORE SUBMISSION**
  - Incomplete information, leaving black spaces
  - Insufficient documentation (ownership acquisition)
  - Insufficient management and control
  - Lack of independence
  - Unsigned documents (i.e.: tax returns) without explanation
  - Applying for incorrect or unnecessary NAICS codes
  - Application and PNW must be notarized before submitting in portal

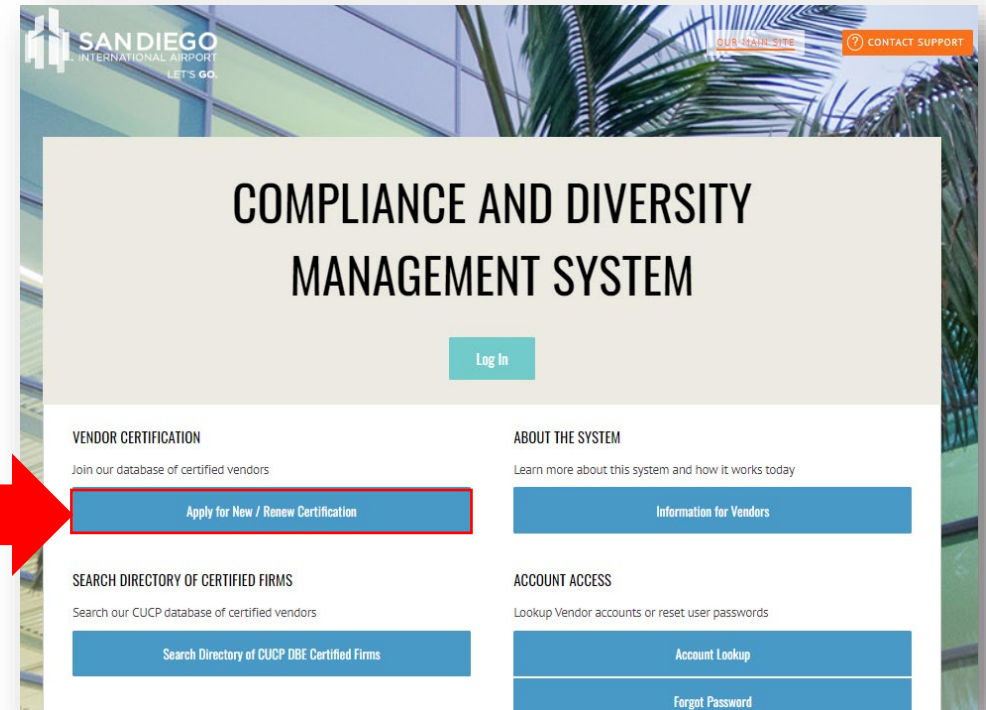
**Gather  
Documents**

# Now You're Ready to Submit Your App.

- Go to San Diego Airport ACDBE/DBE Certification Portal link at [www.san.gob2g.com](http://www.san.gob2g.com)
  1. Click “Apply for New/ Renew Certification”
- Apply at this portal if you are a business interested in future contract opportunities at San Diego International Airport under the ACDBE and DBE Program.
  - Vendors & Suppliers for Rental Cars, Management Contracts and Concessionaires (ACDBE)
  - Federally Funded Construction Contracts (DBE)
  - Interstate certification submissions



1



**Important:**

Contact San Diego Airport Small Business Development [SBD@san.org](mailto:SBD@san.org) and Maria Quiroz (certifier) [Mquiroz@san.org](mailto:Mquiroz@san.org) before choosing you certifying agency



# Now You're Ready to Submit Your App. (cont.)

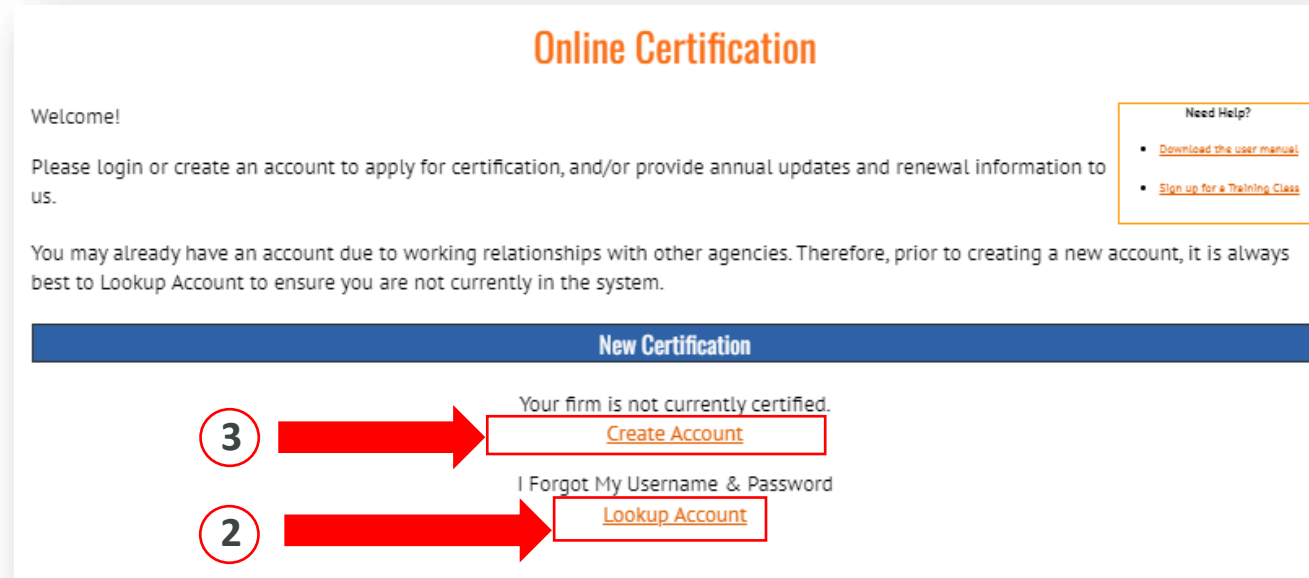
2. Existing Accounts: Click “Lookup Account” in case you already have an existing account. Then start completing your application and upload required documents.

OR

3. New Certifications: Click “Create Account” (Have your SSN/Tax ID ready) and start completing your application and upload required documents.

Gather Documents

Review & Submit Application



**Online Certification**

Welcome!

Please login or create an account to apply for certification, and/or provide annual updates and renewal information to us.

You may already have an account due to working relationships with other agencies. Therefore, prior to creating a new account, it is always best to Lookup Account to ensure you are not currently in the system.

**Need Help?**

- [Download the user manual](#)
- [Sign up for a Training Class](#)

**New Certification**

Your firm is not currently certified.

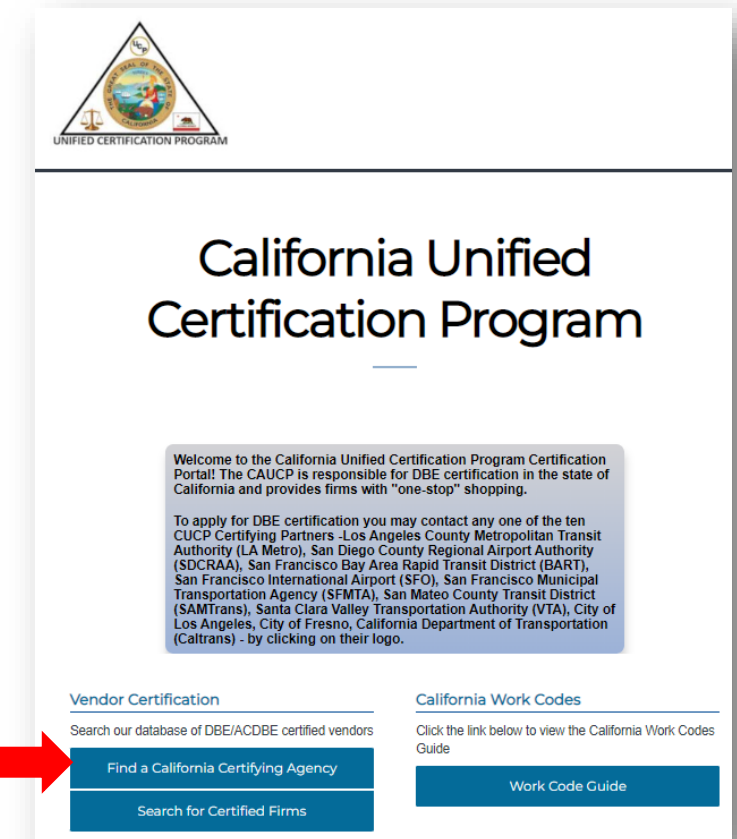
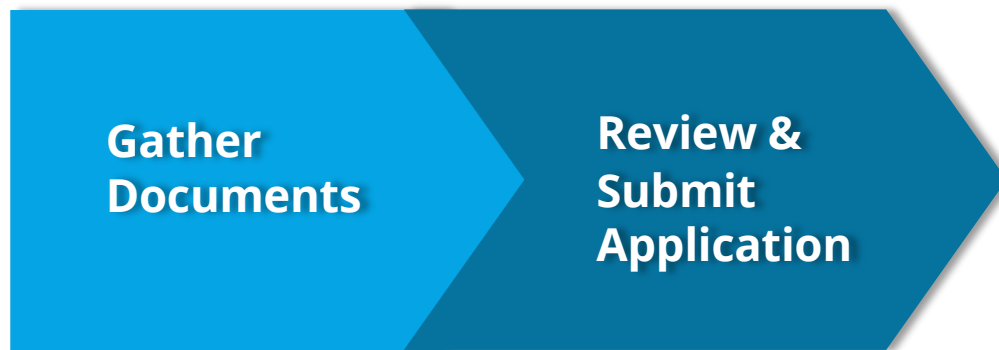
3 → [Create Account](#)

I Forgot My Username & Password

2 → [Lookup Account](#)

# Now You're Ready to Submit Your App. (cont.)

- California Unified Certification Program (CUCP) Certification Portal: [www.californiaucp.dbesystem.com](http://www.californiaucp.dbesystem.com)
  1. Click “Find a California Certifying Agency”
  2. Click on your respective area and county, click a certifying agency, then repeat same steps in previous slide 17.



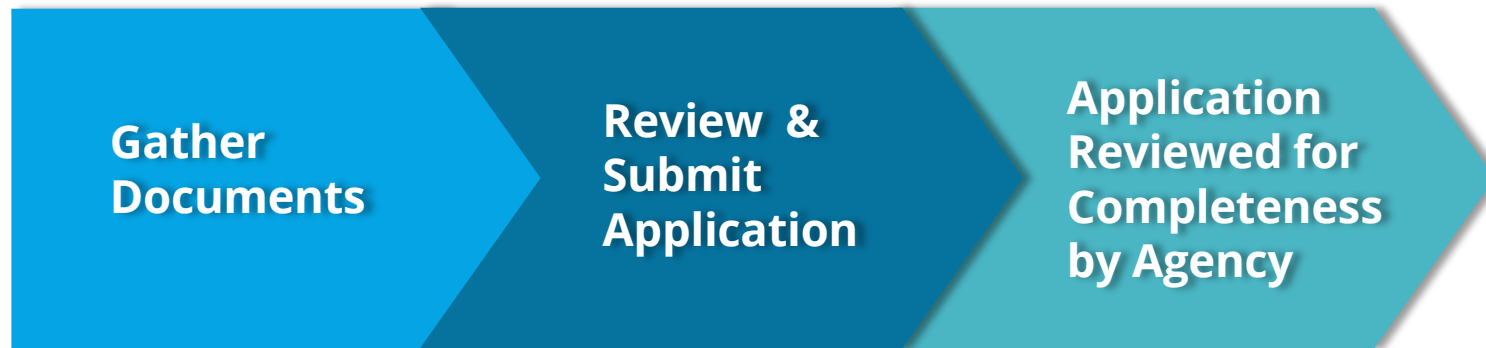
# Agency Reviewal of Application

- Certifying agency reviews application for completion
- Incomplete applications returned to applicant through email notice indicating missing information and questions for clarification
- **IMPORTANT:**
  - Applicant must provide response directly to certification record
  - Applicant should not submit another certification record in Certification Portal
- Certification processing time: 90 days from receipt of completed application



# Onsite Meeting Conducted

- Onsite options: virtual or in person
- Onsite location: principal place of business and job sites
- Owners and officers must be interviewed
- Documentation that may be requested at onsite:
  - Bank statements, payroll, documents, etc.



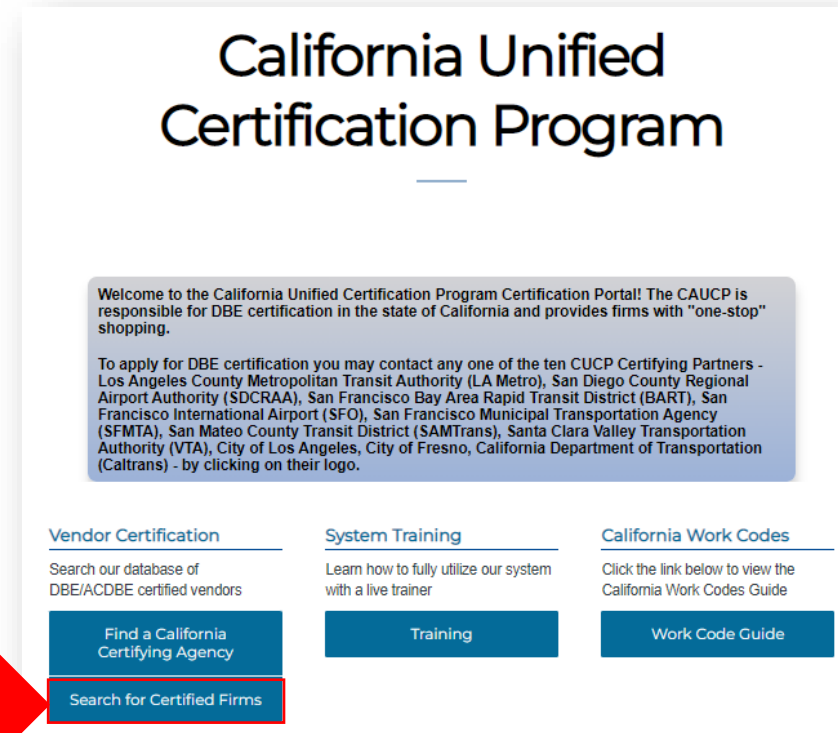
# Decision Made by Certifying Agency

- Certifying agency recommends approval or denial of certification
- Applicant receives email notification with approval/denial letter regarding decision



# Where Do Approved Firms Get Listed?

- Certified firms are added to California Unified Certification Program (CUCP) Certification Portal: <https://californiaucp.dbesystem.com/>



# Where Do Denied Firms Get Listed?

- Department of Transportation (DOT) Database  
<https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/search-dbe-appeals-and-denials>
  - Listed in database:
    - Decertified ACDBEs/DBEs
    - Denials
    - Appeal decisions
  - Denied firms and firms with certification removal have 90 days to submit appeal to DOT

The screenshot shows the U.S. Department of Transportation search interface. At the top, there is a logo and the text "U.S. Department of Transportation". Below this, the search title is "Search Decertified DBEs, Denials and DBE Appeal Decisions". There are two tabs: "Search DBE Denials" (selected) and "Search All DBE Appeal Decisions". The search form includes the following fields:

- Company Name: text input
- Owner First Name: text input
- Owner Last Name: text input
- Decision: dropdown menu with "- Any -" selected
- State: dropdown menu with "- Any -" selected
- Application Type: dropdown menu with "- Any -" selected
- Date Range: two dropdown menus for "-Month" and "-Year", followed by a hyphen and another two dropdown menus for "-Month" and "-Year".

An "Apply" button is located at the bottom left of the form.



# How To Maintain Your Certification



- Submit Annual Affidavit to your certifying agency
- 5 Year Review
- Submit any business changes to your certifying agency (E.g. business sold, ownership, personal net worth exceeds \$1.32 million)
- Keep you certification and profile up-to-date (Contacts, email, phone, address, website and NAICS codes) on Ca Unified Certification Program Certification Portal and communicate with your certifying agency






# How To Maintain Your Certification (cont.)

- Annual Update Declaration (sample on right)
- Must complete ALL fields
- Gross Receipts:
  - Include “N/A” or \$0 if you don’t have five years
- Sign, Print Name, Include Title and Date





## CALIFORNIA UNIFIED CERTIFICATION PROGRAM (CUCP)

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SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
SMALL BUSINESS DEVELOPMENT DEPARTMENT  
PO BOX 82776  
SAN DIEGO, CA 92118-2776

**ANNUAL UPDATE DECLARATION  
AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE/DISADVANTAGED BUSINESS  
ENTERPRISE (ACDBE/DBE) CERTIFICATION**

*Fill out all information and do not leave any blanks. Attach supporting documents and return form to agency listed above. Failure to complete and return this form will result in suspension from the DBE program pursuant to 49 CFR §20.88. Your firm's certification may also be removed for non-cooperation.*

Firm Name	Firm CUCP ID#
Address	City, State ZIP
Mailing Address (if different from above)	City, State ZIP
( ) ( )	
Phone #	Cell Phone #
	Email Address
	Web Address (if any)

1. During the past year, have there been any changes in the firm's

Primary business activity (type of work)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Business structure?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Ownership?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Professional licensing?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Geographical work area selections?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the DBE owner's personal net worth above the threshold of \$1.32M?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If yes to any question in #1, please submit a letter on company letterhead describing changes and attach relevant supporting documentation.

2. Enter firm's total gross receipts for the past five years, including all affiliate firms:

20\_\_ \$ \_\_\_\_\_; 20\_\_ \$ \_\_\_\_\_; 20\_\_ \$ \_\_\_\_\_;  
20\_\_ \$ \_\_\_\_\_; 20\_\_ \$ \_\_\_\_\_

3. Provide all requested documentation in the attached cover letter. If you do not have the cover letter, contact your certification agency for assistance

I/We declare under penalty of perjury laws of the United States that there have been no changes in the firm's circumstances affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of 49 CFR Parts 23 and/or 26, except for any changes for which I/we have provided written notice. I/We further declare my/our Personal Net Worth does not exceed \$1,320,000 and that I am/we are socially or economically disadvantaged<sup>1</sup>.

Each individual owner whose ownership and control is relied upon for certification is required to sign below. Attach additional page(s) as needed.

Signature _____	Signature _____
Printed Name _____	Printed Name _____
Title _____ Date _____	Title _____ Date _____

Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statement) and could subject you to fines, imprisonment or both. All other owners claiming social and economic disadvantaged status must sign this declaration. In addition, signing this form you agree to adhere to 49 CFR Part 26 and 13 CFR Part 121, 26.83(i), 26.5 and 26.65(b).

# Common Misconceptions



- ACDBE applicants have to be engaged in operating an airport concession when they apply in order to be certified as an ACDBE (**FALSE** - applicants must only demonstrate that they own and have the ability to control such a business)
- The equity in an individual's primary residence and the value of DBE or ACDBE businesses may be deducted from the individual's personal net worth (**FALSE** - Only the applicant business is deducted)
- If a firm is 100% owned by a disadvantaged individual, you can assume the firm meets the requirements (**FALSE**)
- It's not necessary to carefully review the personal net worth statement if the applicant falls well below the cap (**FALSE**)
- As long as the firm has experience in a certain type of work, the firm should receive the NAICS code (**FALSE** - the disadvantaged owner must control)
- A 51% disadvantaged owner must control the firm (**FALSE** - One of the disadvantaged owners must control the firm)
- A disadvantaged owner cannot have outside employment (**FALSE** - only if it conflicts with the management of the firm)

# Helpful Tips After You're Certified



- Attend Airport concession solicitation pre-submittal meetings  
(Posted on Airport vendor portal)
- Attend Airport conferences with other concessionaires and airport staff  
(Conference examples: Airport Experience News (AXN) Conference, Airport Minority Advisory Council (AMAC) Conference, etc.)
- Airport's Small Business Development website [www.san.org/smallbusiness](http://www.san.org/smallbusiness)
  - Future Lists (Concessions, Construction and Professional Services)
  - Opportunity awareness events and training
  - ACDBE and DBE Goal Methodology documents (availability or projected three years of concession and construction contract opportunities)
- For partnering opportunities and to look for certified ACDBEs and DBEs go to:
  - California Unified Certification Program ACDBE Directory: [www.californiaucp.dbesystem.com](http://www.californiaucp.dbesystem.com)
  - FAA National Certified ACDBE Directory: <https://faa.dbesystem.com/>

# Helpful Tips After You're Certified (cont.)

- To receive solicitation notifications, register your firm on Airport vendor portal [www.san.org/business](http://www.san.org/business)

## GET REGISTERED ON SAN DIEGO AIRPORT'S VENDOR/BID PORTAL

(Powered by )

GO TO [www.san.org/business](http://www.san.org/business)

- Notification of upcoming opportunities/RFPs
- Stay in the loop on outreach events
- Training and education
- Accessible to Authority staff

The screenshot shows the San Diego County Regional Airport Authority Vendor Portal. The header reads "San Diego County Regional Airport Authority" and "Vendor Portal". Below the header are four main navigation tiles:

- NEW VENDOR REGISTRATION**: Create a new vendor record. If you wish to view or edit an existing vendor, simply Log In.
- BID OPPORTUNITIES**: Search and bid electronically on opportunities with this agency, download documents, and become a prospective bidder.
- MY CONTRACTS** (LOGIN REQUIRED): Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.
- CERTIFIED VENDORS** (LOGIN REQUIRED): Find Certified Local Businesses.

# Contact Information

Small Business Development Department  
San Diego International Airport  
Small Business Development  
Website: [www.san.org/smallbusiness](http://www.san.org/smallbusiness)  
619-400-2568  
[SBD@san.org](mailto:SBD@san.org)

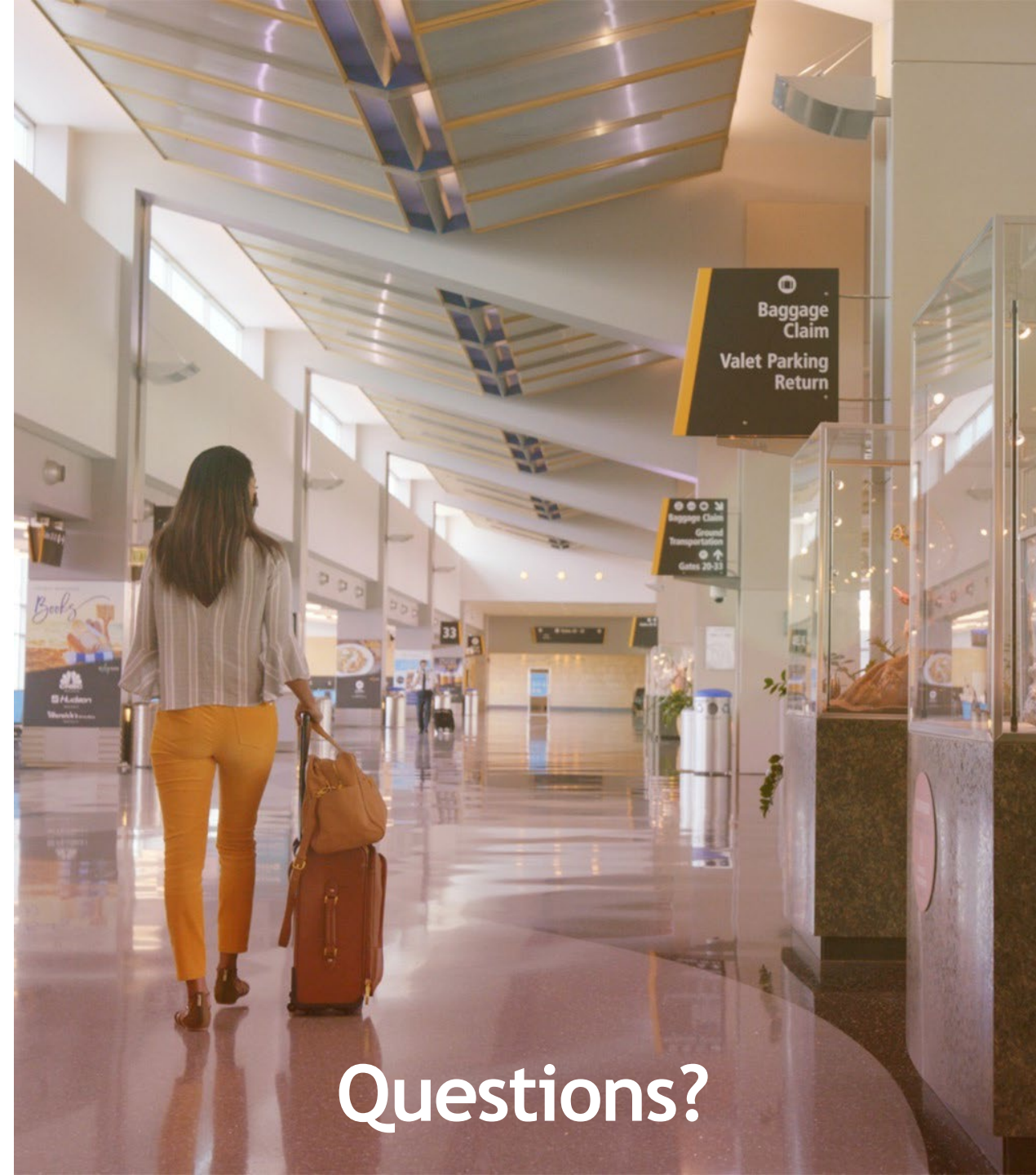
Craig Ruiz  
Manager, Small Business Development  
San Diego International Airport  
619-400-2565  
[CRuiz@san.org](mailto:CRuiz@san.org)

Maria A. Quiroz (ACDBE Certifier)  
Program Manager, Small Business Development  
San Diego International Airport  
619-400-2571  
[MQuiroz@san.org](mailto:MQuiroz@san.org)

Christine Pham (ACDBE Program)  
Program Manager, Small Business Development  
San Diego International Airport  
619-400-2569  
[CPham@san.org](mailto:CPham@san.org)

## IMPORTANT WEBSITES:

San Diego Airport ACDBE/DBE Certification Portal: [www.san.gob2g.com](http://www.san.gob2g.com)  
California Unified Certification Program ACDBE/DBE Directory:  
[www.californiaucp.dbesystem.com](http://www.californiaucp.dbesystem.com)  
FAA National Certified ACDBE Directory: <https://faa.dbesystem.com/>  
San Diego International Airport Vendor Bid Mgt. Portal: [www.san.org/business](http://www.san.org/business)  
U.S. Census Bureau's North American Industry Classification System (NAICS):  
<https://www.census.gov/naics/>



# Questions?



**Thank You!**